

Military Activation and Return to Duty Checklist

This checklist is designed to assist employees who are called to or returning from active duty military service. Employees who have questions about military leave or returning to employment from military leave should direct them to their unit’s administrator, or UW Human Resources at hrleaves@uw.edu. This checklist applies to University staff, academic personnel, and student employees.

Upon notification of activation of military service

- Promptly notify your supervisor or department administrator** – Provide as detailed information as possible regarding your anticipated departure date, length of service and/or date of release from active duty. Provide your supervisor or administrator with a copy of your military orders.
- Requesting your leave of absence** – When called to active duty, you are entitled to a military leave of absence without pay from your position with return rights that are specified by federal and state law for up to five years. UW employees can request one or both of the following leave options:
 - Paid military time off** – Determine whether you have paid military time off available (21-day maximum from October 1 to September 30 annually) and how much vacation and compensatory time you have, if any. Enter time off requests in Workday indicating how you want your paid time off hours used during your absence. Note the 21 days does not need to be used continuously and can be interspersed throughout the leave period. These days should only be utilized for actual working days missed.
 - Military leave of absence** – Submit a request for military leave of absence in Workday following the appropriate user guide. Medical Center employees should contact their leave specialists to place the leave of absence request. Attach copies of your military orders.
 - Compensation** – Except when using paid military time off, during your active-duty period, you will not receive compensation from the UW unless you elect to use vacation time off, personal holiday, holiday credit, discretionary time off, or compensatory time off (if applicable) for any portion of your active-duty service.
 - Personal information** – [Review your personal](#) and emergency contact information to ensure it is up-to-date in Workday. This information can also be updated by your unit.

- **Beneficiary information** – Ensure that the names, addresses, and phone numbers of your beneficiaries are current. Employees may wish to seek legal counsel if they have questions/concerns regarding beneficiary designation. Legal assistance may be available through the Judge Advocate General’s office assigned to your military unit.
- **Maintaining your state benefits** – Employees need to maintain an FTE of five percent or report 8 hours of paid time per month to remain in pay status that would allow for no interruption in benefits. However, there are special rules that apply for active-duty military service. Contact the UW Benefits office at benefits@uw.edu to discuss and learn more about your options.
- **Retirement** – Your state retirement benefit may be affected while you are on active duty. Please refer to [DRS: Military Service \(wa.gov\)](https://www.wa.gov) or contact the Department of Retirement Systems at (360) 664-7000 to determine your options if retirement is impacted. Academic personnel who receive retirement benefits through UWP or CUMP should contact the appropriate practice plan to discuss how their retirement may be affected during their leave. They can be contacted at uwpben@uw.edu and cumgben@uw.edu.
- **Deferred Compensation retirement plan** –To cancel your contributions while not in pay status contact the [State of Washington: Department of Retirement Systems](https://www.wa.gov) at (360) 664-7000. Upon return to pay status, you need reinstate your deferred compensation. Detailed information about Deferred Compensation is located on the [UW Benefits Deferred Compensation website](#).

Upon completion of active duty

- **Notify your department of your intent to return** – Provide notification to your supervisor of your intent to return to your position as soon as possible but in no case later than provided below:
 - **Activated less than 31 days** – Report to work the first scheduled work period on the first full calendar day following completion of service plus eight hours.
 - **Activated 31 to 180 days** – request reinstatement within 14 calendar days following completion of service.
 - **Activated more than 180 days** – request reinstatement within 90 days following completion of service.
- **Discharge documents** – For service more than 30 days, provide your supervisor or administrator with a copy of your discharge documents (receipt of honorable discharge, report of separation or certificate of satisfactory service or other proof of satisfactorily completed service).
- **Reinstating your state benefits** – To reinstate any benefits not maintained while on active duty, you need to submit new enrollment forms within 31 days of your return from active duty. Contact the UW Benefits office at benefits@uw.edu or the Health Care Authority upon your return to ensure the proper paperwork is submitted. Refer to [Health Care Authority: PEBB Benefits](#) for additional information.

- **Reinstating your Deferred Compensation** – Contact the UW Benefits Office at benefits@uw.edu or [State of Washington: Department of Retirement Systems](#) at (360) 664-7000 if you need to reinstate your deferred compensation deductions.
- **Retirement military service credit** – Eligibility, time limits and cost are based on your retirement plan and military service obligation. To determine if you are eligible to receive or purchase military service credit toward Public Employee Retirement System (PERS) service, send a request for determination along with documentation of your military service (DD214 form) to:

Department of Retirement Systems, PERS
PO Box 48380
Olympia WA 98504-8380